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# STARS MANUAL

## PROJECTS

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### INTRODUCTION

This document will explain how to enter Project information into STARS. However, if you do not have authority to do so, it will also explain how to complete the Project-27 form. In order to be accurate in using Projects, please be sure you are familiar with information in the [Classification Structure](#) chapter. You must know:

- Your agency's structure requirements.
- Your fund structure, as well as how your agency uses it for reporting.
- If your Grant should look up a Grant and how to find it on STARS.

### CURRENT REVISIONS LOG

**07/12/2005** – Both Grant phase and Project phase now accept alphanumeric characters.

### PROJECT – WHAT IS IT?

Use a project to accumulate data regarding revenues and expenditures for a particular situation. You can control projects by a project budget. However, you cannot control the projects based on available cash amounts nor can they post to the General Ledger file for Trial Balances like the Grant. Projects can be a breakdown of projects under a specific Grant. You can use them by themselves. Sometimes it may be necessary to use grants as a breakdown of a project if you need to see the breakdown items on the General Ledger File (for trial balances) or to control by cash.

The project file record postings are controlled by a series of indicators and data elements stored in the Project Control (PC - 27) Table. These elements include the Project Number, Project Phase, Description, Project Type, Project Manager and look up elements used to reduce coding on project-related transactions. Start and End Dates are included to open and close the project for posting financial transactions.

Unlike Grants, Projects just collect data. They do not have Trial Balance accounts that you must clear before the project can be purged from the system. However, you must clear any items on the document (64) file before STARS can purge the project.

## RELATIONSHIP TO OTHER TABLES

The Project Control Table uses two other tables in STARS: the Project Descriptor (D42) Table and the Grant Control (29) Table if a grant is involved.

## PROJECTS – UNDERSTANDING THE BASICS

STARS supports project accounting activity in order to record, maintain, and report on related revenues and expenditures. STARS maintains separate unique project records for each project to support project reporting and management information needs.

### PROJECT PHASES

The original Project must be set up, including the phase. A phase breaks the project down into more detail. If no phase is required, use 00. When you want to purge a project/ph, you do not have to purge the entire project.

You can set up budgets for project/phases in order to track or control the amount of expenditures per project/phase. Depending on the controls in the Grant Control Table, it will determine whether postings to the grant/phase can exceed the amount of the project budget.

### PROJECT DESCRIPTOR TABLE – D42

The Project Descriptor (D42) Table provides a title for the Project Number. STARS uses this table during project reporting to print a title or description of the total project. (Note that the title of the Project Phase is included in the Project Control Table.) No other controls are involved on this table. If you do not want a grant title or description on the grant reports, this table can be optional.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 42 PROJECT		
..... .....1..... .....2..... .....3..... .....4..... .....5		
TABLE-ENTRY-KEY: 686SAWCDA		
AGENCY, PROJECT NUMBER		
REFERENCE-DATA:		
TITLE: SAWC CDA PROJECTS		
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 020894

The table entry key is your agency followed by your six-character project number.

## GRANT CONTROL TABLE - OPTIONAL

If a grant is involved, the project can automatically lookup and post to the grant file using the Lookup Grant-No field. See the [GRANT](#) subchapter for more information on the Grant Control Table.

## TRANSACTION CODES THAT POST TO THE PROJECT FILE

See the 090 – 095 range See the 406 – 455 range	See the <a href="#">Transaction Code Summary</a> document, the DAFR8640 transaction code decision table, the online screen 28, or the DAFR8740 GL to TC crosswalk.
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## TRANSACTION CODES USED BY SCO ONLY

(If you need this type of transaction processed, please send a letter with your request to SCO, Statewide Accounting.):

912	Rec PY Billable & Expendable Budget – Subgrantee/Project
913	Record PY Amount Billed – Subgrantee/Project
914	Record PY Receipts/Collections – Subgrantee/Project
915	Record Prior Year Expendable Subgrantee/Project Budget
919	Record PY Cash Expenditures – Subgrantee/Project
951	Adjust Operating File Post – TC 450

## PROJECT CONTROL TABLE MAINTENANCE S027 – HOW TO COMPLETE

### PROJECT-27 FORM

If you do not use STARS to fill out the Project Control Table Maintenance S027 screen, the Project-27 form is available. It is in a similar format as the Project Control Table Maintenance Screen (S027). [Click here to locate and open the Project-27 form](#). (Instructions are also on the same web page.)

## PROJECT CONTROL TABLE S027 DATA ENTRY INSTRUCTIONS

Many of the agencies enter their own Projects instead of submitting them to the State Controller's Office for data entry. However, when those agencies accept this responsibility, they also accept the responsibility for fixing any problems that may arise due to data entry errors.

VERSION 3.1		STARS--PROJECT CONTROL TABLE MAINTENANCE/INQUIRY		S027	
FUNCTION: (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)					
AGCY: 000		PROJECT-NO:		PROJECT-PHASE: PRI:	
VENDOR:		VEND-FYE-MO:			
DESCRIPTION:		PROJECT-TYPE:			
START DATE:		END-DATE:		LOOKUP GRANT-NO: GRANT-PH:	
OBJ-POST-LEVEL:		REV-POST-LEVEL:		BUDGET-CTL-TYPE: CAT: PI:	
PROJECT MANAGER		ORC:			
* * * * * BILLING INFO * * * * *					
METHOD: CYCLE:		MMDD: 1 2 3 4		VENDOR #:	
RANGE LOW EXP-SOBJ-DTL:		HIGH EXP-SOBJ-DTL:		RATE:	
* * * * * BUYER`S SEGMENT * * * * *					
AGCY:		CUR DOC:		SFX: TC: INDEX:	
EXPSBJ:		ED:		FABC: PCA: FUND: FD:	
PROJ:		PPH:		GRANT: GPH: TASK:	
REF DOC:		RSFX:		FAC: LOC: CRC:	
* * * * * SELLER`S SEGMENT * * * * *					
CUR DOC:		SFX:		TC: INDEX:	
EXPSBJ:		ED:		PCA: FUND: FD:	
REVSBJ:		RD:		REF-DOC: RSFX:	
LAST-PROC-DATE:				INTERRUPT:	

The following instructions assume you enter your own Projects. These are the same instructions used by the State Controller's Office.

Data Element	Instructions
FUNCTION	<p>Enter the one character FUNCTION code:</p> <p><b>A</b> – ADD a new record</p> <p><b>C</b> – CHANGE an existing record</p> <p>DELETE is not used. You can remove project records through the project purge process.</p>

For the following data elements (Control Key), once they are added, they cannot be changed.

<b>Data Element</b>	<b>Instructions</b>
AGCY	Enter your three-digit Agency code.
PROJECT-NO  PROJECT PHASE	Enter the six-character Project Number and the two-alphanumeric Project Phase. If you are not dividing the project into phases, enter zeros (00) in this Project Phase field.

The following are Information or Lookup elements used to reduce manual data entry. Start and End Dates are included to open and close the project for posting financial transactions:

<b>Data Element</b>	<b>Instructions</b>
VENDOR	If the project type is '6' (subgrantee), enter the nine-digit Vendor Number and two-digit Vendor Number Sfx of the subgrantee. Otherwise, it must be blank. See the PRJ TYPE below.
VEND-FYE-MO	If the project type is '6' (subgrantee), enter the two-digit Vendor Fiscal Year End Month showing when the subgrantee's fiscal year ends. If this is not a subgrantee, this field must be blank.
DESCRIPTION	Enter the Project Description, up to forty-characters.

<b>Data Element</b>	<b>Instructions</b>
PROJECT-TYPE	<p>Enter the one-digit Project Type that identifies the record as being a Project or Work Authorization:</p> <p><b>1</b> – Other Project – Use for projects not otherwise classified below.</p> <p><b>2</b> – Capital Project – Use for capital projects.</p> <p><b>3</b> – Work Authorization To Be Billed By Task – Use for jobs billed to another agency or billed to another project within the same agency. Billable budgets are restricted to Phase level only.</p> <p><b>4</b> – Work Authorization – Use for jobs billed to another agency or billed to another project within the same agency. If billed, you normally generate one charge transaction and multiple recovery transactions.</p> <p><b>5</b> – External Project – Use for projects performed on behalf of an external organization. If billed, you have one charge and multiple recovery transactions reported, but not automatically posted.</p> <p><b>6</b> – Subgrantee – Use for subgrantee projects. The VENDOR NUMBER and VEND-FYE-MO must be entered, as well as the following CATALOG NUMBER.</p>
START DATE	<p>Enter the six-digit Project Start Date (MMDDYY) or leave blank. If entered, this date identifies the effective start date for posting to the project. You cannot make postings to this project before the effective start date. If you do not enter a start date, postings can begin any time.</p>
END-DATE	<p>Enter the six-digit Project End Date (MMDDYY) or leave blank. If entered, this date identifies the effective end date for posting to the project. You cannot make postings to this project after the effective end date. If you do not enter an end date, you can make postings any time.</p>
LOOK-UP GRANT NO  GRANT-PH	<p>Enter the six-character Lookup Grant Number and the two-alphanumeric Lookup Grant Phase or leave both fields blank.</p> <p>STARS uses the Lookup Grant Number/Phase to associate a Grant/Phase with the Project/Phase defined in the Project Control Table. When you post transactions to the Project records, STARS simultaneously posts the Grant with the same transaction information. You must have the grant set up on your agency's Grant Control (29) Table before you can enter this lookup.</p>

## POSTING LEVELS AND CONTROL TYPES

For the next group of data elements or indicators, it is important to understand their implications before using them. Be sure you understand how to make adjustments if you incorrectly enter or change the elements.

**WARNING:** The following factors will influence decisions about which level expenditure and revenue object post level indicator to use.

- Once you enter these indicators, do not change them even at year-end, since projects are not restricted to fiscal years. If you must make a change, we recommend making the change on the Project for the new project year.
- The level on the Project Control Table will be the level displayed on the "online" Project File Inquiry screens (80 and 81).
- If a lot of detail is required for reporting purposes then this indicator must reflect that degree of detail. Reports can be produced which give information at more summarized levels, but reports cannot be ordered for a lower level of detail than is posted to the file. This level should be the lowest level of detail that you want on your reports and online.

<u>Data Element</u>	<u>Instructions</u>																								
OBJ-POST-LEVEL	<p>Enter the one-character Expenditure Object Posting Level indicator that determines the Expenditure Object level that STARS will post transactions to the Project File and if it posts with a Fund.</p> <p>Note: You must post your Project budgets at this level if you are using fatal controls. When budgets are not used, this indicator should be set at the lowest level desired for reporting and online inquiry.</p> <table> <tr> <td><u>FUND</u></td><td><u>OBJECT LEVEL</u></td></tr> <tr> <td><b>0</b> – No FUND</td><td>No Exp Object</td></tr> <tr> <td><b>1</b> – No FUND</td><td>EXP OBJECT level</td></tr> <tr> <td><b>2</b> – No FUND</td><td>EXP SUMMARY OBJECT level</td></tr> <tr> <td><b>3</b> – No FUND</td><td>EXP SUBOBJECT level</td></tr> <tr> <td><b>4</b> – No FUND</td><td>EXP SUBOBJECT DETAIL level</td></tr> <tr> <td colspan="2">-OR-</td></tr> <tr> <td><b>A</b> – FUND</td><td>No Exp Object</td></tr> <tr> <td><b>B</b> – FUND</td><td>EXP OBJECT level</td></tr> <tr> <td><b>C</b> – FUND</td><td>EXP SUMMARY OBJECT level</td></tr> <tr> <td><b>D</b> – FUND</td><td>EXP SUBOBJECT level</td></tr> <tr> <td><b>E</b> – FUND</td><td>EXP SUBOBJECT DETAIL level</td></tr> </table>	<u>FUND</u>	<u>OBJECT LEVEL</u>	<b>0</b> – No FUND	No Exp Object	<b>1</b> – No FUND	EXP OBJECT level	<b>2</b> – No FUND	EXP SUMMARY OBJECT level	<b>3</b> – No FUND	EXP SUBOBJECT level	<b>4</b> – No FUND	EXP SUBOBJECT DETAIL level	-OR-		<b>A</b> – FUND	No Exp Object	<b>B</b> – FUND	EXP OBJECT level	<b>C</b> – FUND	EXP SUMMARY OBJECT level	<b>D</b> – FUND	EXP SUBOBJECT level	<b>E</b> – FUND	EXP SUBOBJECT DETAIL level
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<b>D</b> – FUND	EXP SUBOBJECT level																								
<b>E</b> – FUND	EXP SUBOBJECT DETAIL level																								



<u>Data Element</u>	<u>Instructions</u>
REV-POST-LEVEL	<p>Enter the one-digit Revenue Object Posting Level indicator that identifies the level of Revenue Object that STARS will post a Project in the Project File. The types of indicators are as follows:</p> <p style="padding-left: 40px;">OBJECT LEVEL</p> <p><b>0</b> – No Rev Object</p> <p><b>1</b> – REV OBJECT level</p> <p><b>2</b> – REV SUMMARY OBJECT level</p> <p><b>3</b> – REV SUBOBJECT level</p> <p><b>4</b> – REV SUBOBJECT DETAIL level</p>
BUDGET-CTL-TYPE	<p>Enter the one-digit Budget Control Type indicator. Identifies whether STARS will control the Project Expendable Budget Control on a fatal or warning basis, if at all. Values are as follows:</p> <p><b>0 – NONE</b> - No Control. All transactions will post and STARS will issue no error messages. You can make postings in excess of the project budget.</p> <p><b>1 – FATAL</b> - Fatal Control. Expenditures over the project budget will not post and STARS will issue a fatal error message. You must enter a large enough project expendable budget to allow an expenditure transaction to post against the project.</p> <p><b>2 – WARNING</b> - Warning Control. Expenditures over the project budget will post and STARS will issue a warning error message. To avoid constant generation of warning messages, you should enter adequate expendable budgets.</p> <p>See the <a href="#">BUDGETING</a> chapter for more information.</p> <p>NOTE: You can change the budget control type without problems to the reporting or online screens. Enter budgets into STARS through the standard data entry process.</p>

The following data elements are Information Elements - lookup elements used to reduce coding on transactions:

<b>Data Element</b>	<b>Instructions</b>
CAT	Enter the eight-character Catalog (CFDA) Number or leave blank. You should use catalog numbers on all Federal grants, especially for the subgrantee project type.
PI	Enter the one-character Purge Indicator.  <b>N</b> – Project not ready for purge. Use for new project setups.  <b>Y</b> – Project closed, ready for purge. The GL file is not involved.
PROJECT MANAGER	Enter the name of the Project Manager up to forty characters or leave blank. Identifies the project manager or other optional information.
ORC	Enter the four-digit Organization Reporting Category or leave blank. Provides a statewide code that may be used for accumulating project information across agencies. Most agencies would not use this unless instructed by another agency needing to accumulate this information across agencies.

The following elements define if, how, and when the project will be billed.

<b>Data Element</b>	<b>Instructions</b>
METHOD	The one-digit Billing Method indicator. The default is  <b>0</b> – Project not billed  This cannot be changed
CYCLE	The one-digit Billing Cycle. The default is:  <b>0</b> - Project not billed  This cannot be changed

The **BUYER'S SEGMENT** and the **SELLER'S SEGMENT** are not currently being used.

## PROJECTS – HOW TO ADJUST

**IMPORTANT:** Correcting the Project Control table will not correct transactions that have already processed in STARS. In order to correct prior postings, complete the following steps:

### DAY 1 – REVERSING THE INCORRECT TRANSACTIONS

1. Set this table to the incorrect controls.
2. Enter adjusting entries to reverse out the posted transaction.
3. Release the batch for processing in the nightly processing.

**WARNING:** You should not release any other batches for that day that might post to the incorrect project information. If you do, they will process under the incorrect controls and will have to be reversed.

### DAY 2 – RE-ENTERING THE OLD TRANSACTIONS

1. Set this table to the correct controls.
2. Enter adjusting entries to re-post the old transactions to the correct controls.
3. Release the batch, as well as other batches you have held, for processing in the nightly processing.

**NOTE:** If you are making the change upward, you may be able to leave the old data as is and request your reports at the higher level. However, your online information for those transactions that have already posted would be at the lower level and would not combine on the online screens.

## PROJECT REPORTS – WHAT ARE THEY

### PROJECT CLASSIFICATION REPORTS

DAFR8580	<b>Project Control Table Listing Report</b> Shows a listing of projects set up on the Project Control (27) Table. <b>NOTE:</b> To run through DM, see DA809135.
DAFR8750	<b>Descriptor Table Report</b> D42 – Listing of all project titles (recommend doing a Nomad report for your agency since the listing is for all agencies).

## OTHER PROJECT REPORTS

DAFR8130	<b>Active Project Revenue and Expenditures</b>  Summary report showing revenues and expenditures based on how STARS posts the information to the project file.
DAFR8260	<b>Project Transaction Analysis</b>  Detail report showing all transactions for a period based on project number.

## PROJECT PURGE REPORTS

DAFR0218	<b>Project Control Purge Indicator Report</b>  Shows all projects regardless of the type of purge indicator. Used to indicate changes needed to the PI (purge indicator) field on the Project Control Table. PI's need to be changed to Y in order for the project to be purged.
DAFR0220	<b>Project Control Purge Report</b>  Lists all projects with a purge indicator of "Y". Projects that have a balance in the document file will not purge. If not, this report shows the GL accounts that need to be cleared before the end of the fiscal year before the system can purge the project.  (Note: SCO sets this up on the 91 screen and submits a run through DM using DA809191.)